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## Parent's Handbook Policies and Procedures

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## ***Welcome to Wonderland Kids Academy***

We are delighted that you have chosen our center to provide for the needs of your child. During your years here we will partner with you to create a solid foundation for your child's future learning success: socially, emotionally and spiritually.

Our day care center is available for children 15 months-12 years old. We want to be there with you every step of the way. When you open our doors, your family is invited into a welcoming, vibrant and contemporary community, where children are happy making friends, developing character and learning everything that is needed to succeed in school. Your child will learn and get:

***Social And Emotional Development.*** Making friends, solving problems, sharing, expressing feeling and thoughts, respecting others and following routines.

***Literacy.*** Vocabulary and Language Art, Phonics, Letters, Word comprehension, Reading and Writing.

***Mathematics.*** Numbers, Patterns, Geometry, Measurement and Data, Organization and Presentation.

***Science.*** The physical properties of objects, Living and non-living things, The Earth and The Environment.

***Social Studies.*** Community Helpers, how people live, work, get along with others.

***The Arts.*** Dance, Music, Drama, Drawing, Painting.

***Technology.*** Tablets and computers and their operations and uses.

***Fitness and Well-being.*** Exercise. Outdoor play, Healthy meals and snacks.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Wonderland Kids Academy would be glad to address any of your questions or concerns. Once again, welcome!

Owners: Larisa Kislov

Owner/Director: Svetlana Shendik

## ***Philosophy and Curriculum. Goals and Purpose***

### ***We believe...***

- That children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.
- That parents contribute to, and enhance the quality of care offered at Wonderland Kids Academy

We prepare children for their next formal educational step and help children achieve their full potential by focusing on necessary developmental of social, gross-motor, language, pre-math and pre-writing skills.

Our team provides guidance and support to our children and families through service, consultation, meetings and workshops. These efforts increase community awareness and commitment to addressing the educational programs. Our day care center doesn't provide religious services either individual or in groups. Parents need to give written permission for their child to participate in learning Russian/Ukrainian language. While learning foreign languages children begin to understand and practice cultural and linguistic diversity, community life and cooperation.

Wonderland Kids Academy - day care center is a state licensed child development entity covered by liability insurance. Our center has an "open-door" policy, in which parental visits, conferences and observations are encouraged.

## ***Programs Offered***

Our center provide a program to promote the individual child's physical, emotional, social and intellectual growth and well-being:

- A variety of games, toys, books, crafts and other material
- A reasonable routine for meals, snacks, sleep and indoor/outdoor play
- Supervised rest and/or nap time
- Indoor and outdoor activities to develop large and small muscles
- A balance of quiet and active activities
- Opportunity for self-expression in conversation, imaginative play and creativity

- Respect for each child as an individual, allowing choices of activities and interest
- Opportunity for mixed- age experiences and for interactions with the child's own age group
- Nutritional meals and snacks, keeping in mind that good nutrition improves both physical and mental performance

### **Activity Schedule:**

1. Orientation and Observation with everyday surrounding
2. Literature Comprehension
3. Elementary Math
4. Building Blocks and Basic Construction
5. Shaping with Clay
6. Applique with/without scissors
7. Drawing/Coloring
8. Music
9. Physical Education/ Taekwondo
10. Theatre
11. Art
12. Russian Language
13. Summer Camp

### ***Arrival, Departure and Late Pick Up Policies***

Children between the ages 15 months old and 12 years old are eligible for enrollment at Wonderland Kids Academy. Children may attend the center between 7 a.m. and 6 p.m., Monday through Friday.

When arriving at the center, parents are asked to accompany their child into the building and sign their child in on the attendance sheet. Parents and teachers should have some communication to ease your child into his/her day. We ask that parents assist children in taking off their coats and washing their hands (for 20 seconds) before touching any of the equipment (toys).

When picking up your child at the end of the day, sign the child out before leaving. Once the child sees that you are here, they tend to act differently. Their relief that you are here can be exhibited by tears or increased activity. Be patient with your child. Show them with big smiles that you are happy to see them.

Parents of the children not picked up by 6pm, will be charged \$5 for every 5 minutes. The fees will be added to your tuition bill. Excessive tardiness may result in dismissal from the program. If we are unable to reach a parent (we will make 2 phone calls to each person) or anyone on the emergency/pick-up list, we will call the Chicago Police Department at 7:00pm and they will call DCFS. Please make back up plans in case you are running late. It is imperative that parents update the center

with current phone numbers for all people on the emergency pick-up list and themselves. The center will keep the child safe while we wait to reach someone. There will only be a discussion with the adult and not with the child regarding the situation. For your child's protection, your child will not be released to anyone other than those persons authorized on your Pick-Up list form, unless written authorization has been given previous to the time of pick-up. Please remind people to bring their picture ID.

### ***Discipline Policy***

The center provides a positive environment that fosters the child's capacity for inner control and self-discipline. Our goal is to identify each child's developmental level and to set expectations appropriate at that level. Techniques used to help children develop self-management and self-direction skills are:

- Providing a nurturing, trusting and positive environment
- Planning an organized environment and schedule to meet children's needs and maintain their interest.
- Providing a gentle and consistent guidance
- Keeping rules and requirements minimal, clear and reasonable.
- Helping children see the consequences of their behavior.
- Modeling and reinforcing acceptable behavior.
- Helping children solve problems and making choices.
- Acknowledging each child's feeling and providing opportunities for discussion with others in the classroom.
- Accepting each child's needs to self-assertion.

### ***According with Sec 407.270.***

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy-to-understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent and age-appropriate limits are present; children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it. We work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to skillfully direct behavior along appropriate channels. Children are encouraged to verbalize their feelings to learn to positively work through strong emotions. Teachers act as role models and encourage children's appropriate behaviors. **Under no circumstances is corporal punishment permitted. Discipline will not be associated with food, rest or toileting.**

We believe that it is our responsibility to provide children with positive guidance and in our experience, most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior put themselves, their peers or their teachers at risk for physical harm or, if the child damages Center property, we will develop a plan for transition period to different program that meets a child needs. While we understand the

developmental tendencies of children to experiment with inappropriate language to shock others, transition may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language with other families consider offensive.

We believe that it is our responsibility to provide behavior support. Clinical behavior management plans may be developed to meet the needs of a particular child if developed with the parent and a professional clinician. We work with Park district, and early interventions program to find better program to support a child need.

However, we believe that if we cannot arrange a good experience at our center to specific child, we will help parents to find and enroll their child to a special school or center where his/her needs will be meet.

### ***Personal Information Policy***

The personnel of Wonderland Kids Academy will respect confidential information of child and personal records. Information pertaining to admission, progress or discharge of each individual child must remain confidential and limited to facility staff designated by director and DCFS representatives, unless legal guardian has granted written permission for disclosure. Parents must specify in written form to whom the information may be released. This release form must be kept in a child's file. Representatives of DCFS who have written authorization shall have access to day care records.

### ***Emergency Medical Care, Treatment of Illness and Accidents***

All parents want a safe and healthy environment for their children. Therefore, if your child is ill, please do not bring him/her to the center. We care about the protection of each individual child, in addition to the health and welfare of the entire group.

If a child becomes ill during the day, the parent will be contacted immediately and child will be brought to the front. There, the child will remain with the Director or teacher in isolation from the other children and staff members. The child will be offered a cot and anything else he/she requests or needs until the parent or guardian arrives. Please come get your child as soon as possible.

Do not bring your child back to the center if they are still ill. Keep your child home for at least 24 hours to give them time to get better.

If your child has a contagious infection or disease, please keep your child at home as recommended. It is important to inform the center so that necessary precautions may be taken and parents can be properly alerted.

Medication will be administered by assigned staff or the Director and only under the following circumstances:

1. Prescribed medication or non - prescription drugs must be under doctor's orders.
2. A permission slip must be written and signed by the parent.
3. The original container and label must bear the child's name, directions for administering the medication, date, and doctor's name.

Allergies to medication must be kept on file for emergency situations. All allergies must be on a signed statement by the physician or a parent's signed statement.

All administration of prescribed medications and non - prescription medication will be recorded in a medication administration log with the date, time, child's name, name of the medication, and the dosage given and the name and signature of the staff member administering the medication.

### ***Policy of Notifying Legal Guardian of Illness, Injury or Accident***

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, an *Incident Report* would be completed by the teacher and signed by the Center Director or Assistant Director. A copy of this report will be kept in special folder. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

### ***Outdoor Play Policy***

Children should come dressed in comfortable clothes, appropriate for indoor and outdoor play. The policy of the center is to go outside each day except in extreme weather. Each child must have a complete change of clothing kept at the center, including underwear and socks. Wearing safe play shoes is also important. Open toed shoes, sandals and clogs are strongly discouraged. In the winter months your child will need snow boots, mittens and hats and dry layered clothing to keep warm. In the summer months, your child will need a swimsuit, water shoes and a towel. These items should be at the center daily, depending on the season. The Wonderland Kids Academy asks that clothing be labeled. This will prevent confusion when picking up your children at the end of the day.



## ***Communication With Parents***

The center will publish monthly newsletters (social media/day care website), so parents can receive updates. Also, parents may check kids' cubbies for information. It is the parents' responsibility to look for daily reports and important information.

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Your permission for photographs of your child, to be used without compensation, is part of this agreement.

## ***Birthday Celebrations***

Parents are welcome to send in a non-food items, like pencils, stickers, etc. to share with their child's classmates on birthdays or special occasions. This is for the safety of all of the children due to allergies.

## ***Parent Involvement***

We believe you are the primary caregiver in your child's life. Through open communication, mutual respect and cooperation with staff and parents, we can better meet your child's needs and expectations. Parents or extended family members are always welcome and can join teachers in a productive partnership. Parent/Teacher conferences are held three times throughout the year. Once in the fall to discuss goals for the year, again in the late winter-to discuss accomplishments and lastly in spring-getting ready for summer.

Volunteering is a great way to get involved. We always need parents to read to children or help with a project in the classroom. Parents can also help us maintain our computers, re-design a classroom or just spend time in our center. We also suggest participating in art projects, reading a story in the classroom or helping at any learning center. Sporadically, we also ask for donations of materials to assist with our classroom projects.

## ***Personal Items***

Your child may want to bring a favorite blanket or stuffed animal from home to sleep with at rest time. If your child wants to bring something to share with other children, we recommend books. All can enjoy these. Special toy and other things that your child may want to bring to school must be left at home or with the parent. If children bring a toy, it will be placed in his/her cubby. The center is not responsible for lost or stolen toys. Wonderland Kids Academy has all of the latest toys that your child will need for playing and learning. Coins are especially difficult to guard and

they can be a choking hazard. Please do not allow coins in your child's pockets. The past has shown us that special items from home tend to get broken, misplaced or fought over.

### ***Information Regarding Visits, Trips, Excursions***

We are not planning any regular trips or other activities out of the day care. In case of any special excursions to places of interest our surrounding area, parents will be informed by the teacher 3 day before the event. Written permission forms will be required before any child is taken to the excursion.

### ***Hours Of Operation***

Our hours of operation are from 7am to 6pm Monday through Friday

**Wonderland Kids Academy will be closed on the following holidays:**

Labor Day

Rosh Hashanah

Thanksgiving Day (and day after)

Christmas

New year day

Memorial Day

Fourth of July



## **Daily Schedule**

7am-8am	Children drop off time
8am-8:30	Morning Exercise
8:30-9am	Breakfast
9am-9:30	Study
9:30-9:50	Snack/ Preparation for Outside Play
9:50-11:30	Outside Play
11:40-12:10	Study/Extra Curricular Activities
12:10-12:50	Lunch
1pm-3pm	Nap
3pm-3:30	Gradual wake up from nap
3:30-4pm	Art/Craft
4pm-4:30	Dinner
4:30-4:45	Preparation for Outside Play / Extra-Curricular Activity
4:45-5:30	Outside Play/ Games
5:40-6pm	Pick up time

## ***Nutrition***

Our goal is to promote good eating habits in the following ways:

- Demonstrating enjoyment of eating notoriously
- Weaving nutrition education into daily curriculum
- Having children choose food from selection of nutritious choices and develop skills to serve themselves.

Nutritious hot lunch will be served daily. Lunches will be catered in approved containers. Morning and afternoon pre-packed snacks will be served. Children will be encouraged to eat but not forced. Food will never be withheld from a child. Any outer food, candies or chewing gums are not permitted in day care Center. Please be sure to notify us of any food allergies your child has. Your child's name will be added to our allergy list for monitoring snacks and treats.

## ***Enrolling your children***

The center will provide care to toddlers through School age starting at age 15 months and continuing through 12 years of age. We also offer a summer camp program for 5-12 years of age. Admission into Wonderland Kids Academy is determined by the availability of space for a particular group and your position on the waiting list. Orientation for admission will be made by appointment. Before a child is enrolled into Wonderland Kids Academy, the following items are mandatory:

- \$100.00 Annual Enrollment Fee—nonrefundable
- Child Enrollment Form
- Current physical examination form documenting all updated immunizations (*must be updated every 2 years and as your child receives immunizations on schedule*)
- Copy of Child's Birth Certificate
- Verification of diet restriction, if any, from the parent or doctor.

## ***Payment***

Two weeks tuition will be held by Day care center as a security deposit for each child. Deposit is non-refundable and will be credited towards your last 2 weeks of attendance. Payment is due 1<sup>st</sup> day of each week. Late after 6 p.m. second day. There are **late fees** applied in the amount of \$10.00/day in addition to your daily payments in case provider will not receive weekly payment on time. A service fee of \$35 will be charged for any **returned checks**.

Absences: Credit will be given for sick days for full time children only.

Part time children: 50% for every day of absence.

### **Increase of Fees**

Parents or guardians will be notified at least 2 weeks in advance of any increase in tuition or other fees.



Child care Fees must be paid as agreed in order that Wonderland Kids Academy maintain an opportunity budget for its childcare center.

**Tuition rates:**

\$150 registration fee for new students

\$320-per week – (15months-4 years old)

\$300 per week Kindergarten (5 years old)

\$300 per week for 2<sup>nd</sup> child (1<sup>st</sup> child –regular rate)

\$70 per day for part -time children

\$65 per ½ day from 7am-1pm

**After School rate:**

\$50 per ½ day from 1pm- 6pm for After-School program (Kindergarten)

\$40 from 3pm-6 pm for After-School Program (G1-G5)

**All payments are due in advance. Payments are due in full each Monday by 6pm for the following week.**

**The late payment of \$10 per day will be added to tuition fee.**

Parents/Guardians are responsible to pay all late payment and fees.

You are not permitted for temporary drop your child from day care for a period of one or more weeks and then re-enter your child.

## **Dear Parents/ Guardians**

Please, pay attention during re-calculating your attendance days, payment amount must be calculated as follow:

### **For example:**

#### ***\$320 full time (5 days 15month-4 years old)***

\$280 for 4 days (\$70x4days)

\$210 for 3 days (\$70x3days)

\$140 for 2 days (\$70x2days)

Or

#### ***\$300 full time (5 days 5 years old)***

\$280 for 4 days (\$70x4days)

\$210 for 3 days (\$70x3days)

\$140 for 2 days (\$70x2days)

### **Rates for siblings:**

1<sup>st</sup> child is \$320(youngest one) /\$300 for 2<sup>nd</sup> child.

## **10% Discount**

### **4 weeks in advance (no refund for sick or vacation days)**

\$320 X4 weeks= \$1240- 10%= \$1152

\$300 X 4 weeks=\$1200 -10%= \$1080

## ***Withdrawals /Transition and Dismissal Policy***

**A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawing—including your child's tuition for that two-week period.**

The director at Wonderland Kids Academy reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

## ***Termination of Services***

Occasionally, a child will experience some difficulty in adapting to the daycare's environment or abiding by the daycare rules of behavior. A conference will be scheduled if your child should experience some difficulty. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from daycare.

You must give two weeks' notice when voluntarily withdrawing your child from Wonderland Kids Academy. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at any time. In such an event, we will be paid in full through the end of the week in which such termination occurs.

The childcare arrangements will be terminated immediately for any of the following reasons (but not limited to):

- \* Failure to comply with the policies set forth in the parent handbook.
- \* Failure to comply with the contract.
- \* Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
- \* Non-payment of childcare or late fees and/or recurring late payment of fees.
- \* Repeated failure to pick up the child at scheduled times.



- \* Failure to show up for 5 consecutive days without any communication.
- \* Inability to meet the child's needs without additional staff.
- \* Blatant disrespect towards the provider or provider's family.
- \* If a parent knowingly brings their child ill.
- \* Consistent child-rearing style differences between the parent and provider.
- \* False information given by a parent either verbally or in writing.

### ***Child Abuse and Neglect***

The Wonderland Kids Academy members are mandated child abuse and neglect reporters as required by the Abused and Neglected Child Reporting Act. If abuse or neglect is suspected, the parents will be notified of our intent to file a report with the Illinois Department of Children and Family Services. We will always make a report when it is warranted.

**The State of Illinois defines abuse as: sexual abuse which includes touching; physical abuse injuries, including welts, burns, cuts, etc.; and verbal/emotional abuse including constant belittling or cursing at a child. Neglect is defined as: failure to provide food; failures to provide nurturance; or disregard towards medical problems.**